

MINISTRY SEARCH PROCESS

for Congregations in Search for August 2019

	Notes	Dates
Phase 1: Concluding a Ministry Well		
Minister Announces Departure	recommended	Feb-Mar
Congregations Submits Notice of Ministerial Transition		Feb-Mar
Consultation with Regional UUA Staff/UUA		Feb-Mar
Church Website Review		Feb-June
Exit Interviews		Mar-Aug
Interim Ministry, application and search		Mar-May
Region Assigns Transition Coach		Spring-Summer
Interim Ministry begins		August 1st
Phase 2: Education and Preparation for Search		
Review congregational By-laws	done by board	Winter 2018
Transitions Coach Visit: Overview of Search	for board and congregation	Feb-Apr 2018
Consultation with Compensation Consultants	recommended	Feb-Apr 2018
Approve Budget for Search Committee		Spring 2018
Church Website Update		Spring 2018
Search Committee Selection		Apr-June 2018
Search Committee Reviews Settlement Handbook		Apr-June 2018
Phase 3: Building the Structure to Search		
Search Committee Retreat with Transitions Coach	tasks also delineated	May-Aug 2018
Covenant & Email List		May-Aug 2018
Congregational Survey		July-Sep 2018
Negotiating Team Selected		Aug-Sep 2018
Cottage Meetings/Interviews		Sep-Nov 2018
Beyond Categorical Thinking	strongly recommended	Sep-Dec 2018
Gather and Create Packet		Sep-Dec 2018
Negotiating Team recommend Contract and compensation to Board		Oct-Nov 2018
Copy of Approved Contract to Coach and Transitions Office		Oct-Nov 2018
Neutral Pulpits selected		Fall 2018
Congregational Record Completed		mid-late Nov 2018
Phase 4: Opening Up the Search		
Congregational Record Review by Coach		mid-late Nov 2018
Congregational Record Approved and Made Visible		Nov 30-Dec 5
Packet Approval by Coach		Dec (no later than Jan 1)
Final Consultation with Coach and approval to receive applicants		mid Dec-first week of Jan
Phase 5: Discernment/Mutual Selection		
Receiving the Initial List of applicants		Jan 2nd if approved
Initial References and Websites		Jan 2-15 2019
Video/Phone Interviews of Top Applicants		mid-late Jan 2019
Last realistic date to expect names	search committee can extend	Jan 10-15 2019
Precandidate Selection		Mid Jan-early Feb 2019
Precandidate Visits	Friday-Sunday	Feb 1-Mar 24, 2019
Developed References		Feb 1-Mar 24, 2019
List to Transitions Office	yeses/maybes/nos	by March 25, 2019
Offer Date		March 28 (Noon EDT), 2019
Phase 6: Finalizing the Offer		
Contract Negotiations		March 28th-early April
Background Checks		March 28th-early April
Announcing the Candidate		early April

Phase 7: Entering Into a New Ministry		
Candidating Week	recommended	April 28-May 4
Congregation submits Notice of Call		May-June 2019
Preparation for the August Start		May-July 2019
Arrival		August 1st, 2019
Starting Together		Aug-Nov 2019
If No Match Occurs: The Second Round		
Congregation decided to Enter Second Round		by April 5th, 2019
Ministers may express interest in second round congregations		April 8th, 2019
Search Committees receive names for second round		April 12th, 2019
Last day to submit interest in a second round congregation		April 19th, 2019
Interviews	recommended	April 8-April 30, 2019
Precandidating Weekend	recommended	late April-May 2019
Candidating Weekend	recommended	Late May-June 2019